

FSC-98-B

ROU Brief - 6/10/98

For: AVP/RSM/RBM/ROM/KAM/AM/DM/RM/AE/MC/PC/PRC/SC

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RETAIL PROGRAMS

➔ WINSTON Multi-Style 20-Pack Display (Contact: Lon O'Connor, #3019)

- Allocations for Item #545423 have been reloaded at the region level.
- Light has been added to display.
- First ship date for display is June 29.

➔ Monarch and Best Value General Market Pack Sticker Availability (Contact: Mike Moore, #2858)

- Effective June 10, 1998, orders can be placed for Large and Small Pack Stickers for MONARCH and General Market BEST VALUE brands.
- Use F3-Fill Form 1162 "Generic POS, Package Tags and Display Order Form." Submit form through ROU.
- Each SKU of Large Pack Stickers contain 30 stickers per SKU. Small Pack Stickers contain 120 stickers per SKU. Only order what you need.

Item #	Per SKU	Description
405935	1 ea	MONARCH Small Pack (120) Sticker
405902	1 ea	MONARCH Large Pack (30) Sticker
546035	1 ea	BEST VALUE General Market (120) Small Pack Sticker
546032	1 ea	BEST VALUE General Market (30) Large Pack Sticker

➔ DORAL Sleeves

(Contact: Evan Toulon, #6316)

- Reminder: DORAL Sleeves available for order in SMS:

#543842 2 Pk (Assemb) Sleeves (60/SKU)
#543821 2 Pk (Flat) Sleeves (900/SKU)
#543845 3 Pk (Assemb) Sleeves (60/SKU)
#543830 3 Pk (Flat) Sleeves (900/SKU)
#543851 5 Pk (Assemb) Sleeves (30/SKU)

- UPCs printed on sleeves:

12300-23855 (2 Pk)
12300-23856 (3 Pk)
12300-25375 (5 Pk)

SMS

➔ DORAL Repacks Availability-New Graphics (Contact: Linda Haynes, #2234)

Item #	Item Description	Avail. Date
545480	DOR NF85 REPACK	6/22
545492	DOR FF85 REPACK	6/15
545501	DOR FF100 REPACK	Avail
545510	DOR L85 REPACK	Avail
545522	DOR L100 REPACK	Avail
545531	DOR UL85 REPACK	6/22
545540	DOR UL100 REPACK	6/15
545552	DOR FFM85 REPACK	Avail
545561	DOR FFM100 REPACK	6/22
545570	DOR LM85 REPACK	Avail
545582	DOR LM100 REPACK	Avail
545591	DOR FF83B REPACK	Avail
545600	DOR L83B REPACK	Avail
545612	DOR FF100B REPACK	6/15
545621	DOR L100B REPACK	6/15
545630	DOR FFMB REPACK	6/15

SYSTEMS

➔ Draft Error Correction in TPS (Contact: Area Finance Managers)

- When drafts are corrected in TPS, either from "Drafts in Pending Status" report or the "Drafts that Cleared Bank Not Entered in TPS," ACTIVITY SHOULD ALWAYS BE UPDATED.
- Some activity may appear in SIS; however, when draft is corrected in TPS, activity in SIS is overridden and IS NOT DOUBLE PLACED.
- PLEASE DO NOT USE FUNCTION M72 TO UPDATE ACTIVITY UNLESS MAKING PAYMENT TO A DIRECT ACCOUNT FOR PRODUCT GOING TO AN INDIRECT ACCOUNT.
- Example: Correction Institution
- Any other usage of M72 to update activity should be discussed with your Area Finance Manager, PRIOR to updating any activity.

OTHER

➔ Vehicles

(Contact: Jan Faries, #3044)

- Car Master System
 - Enhancements have been made to Car Master System for PHH to automatically update new vehicle serial number (VIN) and license plate information.
 - ROU will no longer have to enter this information in Function 8, under Access New Vehicles.
 - To further streamline process, ROU should assign driver to new vehicle when dealership notifies that vehicle is ready for delivery.
 - Do not wait for written or verbal confirmation from driver that he/she has actually taken delivery.
 - If a driver does not pickup new vehicle, PHH will notify Fleet.
- All Wheel Drive Astro Vans
 - Chevrolet did not offer option to delete third seat on 1998 Astro all wheel drive vans.
 - The unattached third seat has been shipped in the van.
 - Should be stored by driver until time of trade in at which time it should be placed back into van unattached.
- PHH Maintenance Service Cards
 - Drivers should request replacement of lost/stolen PHH Maintenance Cards from ROU.
 - ROU should fill out and fax to PHH Lost/Stolen Service Card Reorder Form (found under Miscellaneous-Vehicles in F3Fill).

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